

CARL SANDBURG COLLEGE

(565th Meeting)

Regular Meeting – August 28, 2003

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held in the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois, on Thursday, August 28, 2003, at 7:00 p.m.

ROLL CALL:

Present: Ms. Gayla J. Pacheco, Chairperson
Dr. D. Wayne Green, Secretary
Mr. John T. Huston
Mr. John A. Kraus
Mr. Bruce A. Lauerman
Ms. Nancy L. Youngquist
Ms. Melissa Brown, Student Representative

Absent: Mr. Thomas H. Colclasure, Vice Chairperson

Others: Mr. Thomas A. Schmidt, President, and Ms. Mary Buckingham, Recording Secretary. Administration: Mr. Dennis Anderson, Mr. Larry Benne, Ms. Sherry Berg, Mr. Jeff Bryan, Ms. Sally Day, Ms. Robin DeMott, Ms. Carol Gronewold, Ms. Lisa Hanson, Mr. David Kellogg, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lewis, Ms. Elaine Long, Mr. Steve Norton, Mr. Jon Prain, Ms. Annette St.Ledger, Mr. Samuel Sudhakar, Ms. Shelle Summers, Dr. Lori Sundberg, Mr. Mike Walters, Ms. Lora Wright. Faculty: Ms. Lauri Wiechmann, Faculty Representative. Staff: Ms. Heather Severns, Staff Representative; Ms. Krisa Creech, and Mr. Mike Pearman. Others: Mr. Gary Baner, Mr. Jerry Butts, and representatives of the media.

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Consent/Non-Personnel: Dr. D. Wayne Green moved and Ms. Nancy Youngquist seconded approval of the following items under the Consent Agenda/Non-Personnel:

- minutes of July 24, 2003, meeting of the Board,
- bills for the month of July 2003.

MOTION: On roll call vote, six members voted “Yea”; none voted “Nay.” Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative voted “Yea.”

Consent/Personnel: Dr. D. Wayne Green moved and Mr. John Kraus seconded the following items under the Consent Agenda/Personnel:

- resignation of Mr. Jack Carson, Security Guard, effective July 23, 2003,
- employment of Mr. Mike Louck, Custodian/Weekend Security, Level I, Address 2, at an annual salary of \$16,910, prorated, effective August 29, 2003,
- authorization of a full time, 12-month Technical Level III, Children’s School Teacher position funded 100% by the Pre-Kindergarten grant plus revenue from DHS and parent tuitions.

MOTION: On roll call vote, six members voted “Yea”; none voted “Nay.” Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative voted “Yea.”

Entered: Mr. Thomas H. Colclasure, Vice Chairperson, entered the meeting at 7:07 p.m.

Financial Reports: Mr. John Kraus moved and Mr. Bruce Lauerman seconded that the minutes reflect receipt of the financial reports.

MOTION: On roll call vote, seven members voted “Yea”; none voted “Nay.” Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative voted “Yea.”

Mini Treats: Mr. Gary Baner, Phillips Swager Associates, discussed the progress of updating CSC facility *MASTER PLAN*. Ms. Misty Lewis, Director of TRIO Student Support Services, gave an information presentation on the TRIO-SSS Program. Ms. Krisa Creech, Community Education Coordinator; and Ms. Sherry Berg, Dean of Community & Extension Services; gave an

informational presentation and summary of the recently completed (1st) annual Kids on Campus Program held on the Galesburg campus.

PRESIDENT:

President Schmidt reported that he is one of the tri-chairs of the United Way Campaign. Carl Sandburg College has once again pledged support with a two pronged commitment: 1) participation by 100% of its full-time employees, and 2) an institutional goal of raising \$15,000 during this campaign through payroll deductions. T-shirts with both the United Way Campaign logo and the CSC logo will be available for sale in the bookstore. Proceeds from these sales will go directly to the campaign fund. In addition, by wearing your t-shirt each Friday (September 5th through November 7th), President Schmidt has agreed to contribute 25¢ for each participant. Schmidt stated that the CSC All-School Picnic & Employee Service Awards Ceremony was held last Saturday. It was well received and everyone enjoyed the program. Schmidt would especially like to thank the picnic committee for their diligent work and commitment to CSC. Schmidt reported that ICCB has been asked by the state legislature for a report on specifically how the budget reductions in state dollars to community colleges have affected college budgets. Therefore, Dr. Joe Cipfl, ICCB President/Chief Executive Officer, has asked each community college to respond to his office on how the impact has been felt on their budget and programs. President Schmidt has scheduled an internal meeting to address this request. Schmidt stated that he is chair of the Finance Committee for the President's Council and he also holds a seat on the Advisory Committee for the Community College Board. Schmidt is quite concerned with the Governor's request to evaluate the equalization formula. He reported that Mr. Don Wilske, ICCB Chief Financial Officer, visited the campus two weeks ago to discuss the state's financial status. Schmidt reported that Mortuary Science will have their Accreditation visit on September 8th & 9th. Schmidt said that Mr. Steve Norton and he had lunch with Representative Don Moffitt last week. They apprised Representative Moffitt of issues concerning the College. Lastly, Schmidt stated that he sits on the GREDA Board and the BTC Board (incubators of new businesses). Both boards are looking into ways to rejuvenate themselves to help new businesses start up.

VICE PRESIDENT OF
INSTRUCTIONAL
SERVICES:

Mr. Larry Benne introduced Ms. Elaine Long, Dean of Allied Health, and Ms. Sally Day, Director of Nursing. Benne reported that the fall semester has started and “*kudos*” to all the counselors for their guidance and assistance to students. He felt it was one of the smoothest years. He would like to commend them for all their hard work.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton thanked the Division Chairs for their exceptional help in adding new sections for the start of the fall semester. Norton stated that registration is winding down for the first eight weeks. Norton said that it seems like the campus is shifting to the Dr. Donald G. Crist Student Center and it seems like a small city in that building. Norton reported that CSC has staff on sight weekly at Maytag and hopefully we can provide guidance to our friends and neighbors even if they do not attend Carl Sandburg College. Norton stated that the SGA Picnic was held yesterday and a nice time was had by all. Lastly, he reported that volleyball has started and there will be home games next Tuesday and Thursday and invited everyone to attend.

VICE PRESIDENT OF
TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that the CSC Cyber Camp was a success. Forty – K-12 teachers from sixteen different school districts attended the camp. Comments and evaluations from the camp were extremely positive and encouraging. Sudhakar stated that we have successfully completed the ICN Grant Project “Incorporating Virtual Learning in the Classroom.” The CD ROM is one of the products that was a result of the project. In addition to an online course, it is teaching technology integration and a searchable knowledge base. Sudhakar thanked Mr. Larry Schroeder, Ms. Cynthia Thompson, Ms. Mary Robson, Mr. James Graham, intern Mr. Jake Kreider, and the entire IT staff in making this project a timely success. Sudhakar said that CSC is partnering with the ILCCO Learning Academy to offer a hands-on workshop in September for our faculty and faculty from neighboring community colleges on adapting courses in an online environment. Sudhakar said that Sandburg Educational Network will be partnering with the Collaborative Project of Northwestern

University in Chicago to bring together a wide array of technology resources to K-12 teachers within our district free of charge. Lastly, Sudhakar reported that CSC has started the Datatel migration process. The project will have an official kickoff event on September 4th at 9 a.m. Over the next 24 months, staff and faculty throughout the College community will be actively participating in training, testing, and implementation activities. Sudhakar distributed the Project Charter document which outlines the process and the structure behind the migration strategy.

**CHIEF FINANCIAL
OFFICER/TREASURER:**

Ms. Lora Wright reported that the FY 2004 Budget has been submitted for the Meritorious Budget Award. She is currently working on the Management's Discussion and Analysis for our audit report. This along with our new GASB Compliant Financial Statements will bring us compliant with GASB 34 and 35 regulations. Wright is also working on including the elements required to produce a CAFR (Consolidated Annual Financial Report) so that CSC can also apply for the Certificate of Achievement for Excellence in Financial Reporting.

**DIRECTOR OF
FOUNDATION:**

Ms. Shelle Summers reported that Mr. Larry Byrne is a participant in the 11th class of Leadership Greater Galesburg class which started tonight. Summers stated that President Schmidt and she met with Mrs. Ann Asplund this week to discuss a planned gift for CSC and at that time Asplund also established an endowment by presenting the Foundation with a \$10,000 check. Summers thanked Mrs. Asplund for her generosity. Summers distributed copies of the sponsorship pyramid listing contributions for the upcoming Fall Extravaganza. The Extravaganza will be held November 8, 2003. There are only 220 tickets this year and 170 have already been sold. The murals created by the Kids on Campus will be auctioned off at the Extravaganza. Lastly, Summers thanked all who attended the Donor Appreciation Event.

**DEAN OF HUMAN
RESOURCES/
ORGANIZATIONAL
DEVELOPMENT:**

Dr. Lori Sundberg reported that she just received word that CSC did not receive the Title III Grant. In the next weeks, she will be receiving comments back and they will begin working on the grant

for next year. Ms. Peggy Libby, CSC grant writer, recently submitted a grant to Illinois Arts Council that she and Mr. Tim Pahel composed for his fall Concert Series. They are now working on a second grant to Illinois Arts for another component of the Concert Series. In addition, Libby and Mr. Jeff Bryan worked successfully on the Para Professional grant with ICCB. The grant amount is \$15,000. Sundberg stated that the CSC All-School Picnic & Employee Service Awards Ceremony this past Saturday was a great success. We had over 240 people attend. Ms. JoAnne Miller chaired that committee and Sundberg wanted to publicly thank Miller for doing a fantastic job in organizing everything. A special thanks to all of the Picnic Committee members as well. Sundberg said she thought a good time was had by all who attended. Lastly, Sundberg reported that she attended a workshop today on Family and Medical Leave Act in Peoria sponsored by the Council on Education in Management.

DEAN OF COMMUNITY
& EXTENSION
SERVICES:

Ms. Sherry Berg reported that several staff members in Bushnell participated in the Fall Festival Parade last Thursday night by handing out bottled water along the parade route. Tags on the water bottles advertised the Open House held at The Extension Center on Friday, August 22nd. Approximately ninety people attended the Open House, which included about twenty CSC personnel. The addition to the facility was highlighted and the new director was introduced to the community. Computer demonstrations in the new classroom and efforts by the CSC recruiters resulted in several class registrations that evening. Berg said that a new Business & Community Education Coordinator was recently hired at The Branch Campus. Ms. Sheri Merry of Carthage replaces Ms. Angela Ard. Merry has previous program development experience with the U of I Extension Office and is well known in Hancock County.

DIRECTOR OF
CABI:

Mr. Jeff Bryan reported that The No Child Left Behind (NCLB) Federal legislation mandated minimum certification requirements for paraprofessionals (teacher aides) in the public school system. One possible certification option for paraprofessionals is through certification examinations approved by the Illinois State Board of Education (ISBE). ISBE has approved two certification

examination programs; the Educational Testing Service (ETS) Paraprofessional Examination and the ACT WorkKeys Paraprofessional Certificate Package. On August 25, 2003, President Thomas Schmidt received acknowledgement that the Paraprofessional Test Preparation Delivery proposal developed by Carl Sandburg College-Center for Agriculture, Business and Industry was fully funded at a level of \$15,000. This proposal provides 15 contact hours of test preparation to teacher aides that choose to pursue either the ETS or the ACT certification options at no cost whatsoever to both current and prospective paraprofessionals. This proposal was developed in partnership with Bonnie Harris, Regional Superintendent of Schools for Knox County; Bruce Hall, Regional Superintendent for Henderson, Mercer and Warren Counties; and Robert Baumann, Regional Superintendent for Hancock and McDonough Counties; as well as the Knox-Warren Special Education Cooperative, and numerous local school districts. Bryan has scheduled meetings with each ROE and their local school superintendents to determine the exact times and dates for the eleven series of test preparation courses to be offered in a traditional classroom format. It is expected that 6 will be in the Galesburg/Monmouth area, 3 in the Carthage area, and 2 in the Bushnell area. An additional 3 series are to be offered online. An estimated 300 teacher aides could participate in the training. Bryan said that the ETC has recently completed the requirements to be an ACT WorkKeys test site and is the only approved site in west central Illinois that will be able to provide the ACT WorkKeys Paraprofessional Certificate Package to current and prospective paraprofessionals.

**DIRECTOR OF THE
BRANCH CAMPUS:**

Ms. Carol Gronewold distributed a handout on Dual Credit Students in Hancock County. Gronewold said that junior and senior high school students earn college credit by taking these classes. The students are eligible for these classes based on their ACT score and Asset testing scores. CSC sends instructors to the individual high schools. This enables these public high schools, who continue to lose population and funding, to offer these classes with the help of CSC.

DIRECTOR OF
MARKETING & PUBLIC
RELATIONS:

Ms. Robin DeMott introduced Ms. Amanda Williams the new education reporter for the Register-Mail. Ms. DeMott reported that she is serving on the planning committee for the marketing and PR professional development organization for community colleges, National Council for Marketing and Public Relations (NCMPR), for a conference to be held in Springfield on October 12-14. Dr. D. Wayne Green will serve on a Trustee Panel and DeMott will make a presentation on *Developing A Marketing Plan*. Lastly, DeMott said that the Concert Series material will soon be out and this year the Student Handbook and the New Student Orientation materials will be available on a CD. The CD will be distributed in mid-September.

DIRECTOR OF ADULT
& DEVELOPMENT
EDUCATION:

Ms. Gwen Koehler reported that CSC received two Secretary of State Grants. The first one was the Volunteer Literacy Grant and the second one was the Family Literacy Grant. Only one third of the grants across the state were re-funded this year and CSC had both grants re-funded.

ICCTA
REPRESENTATIVE:

Mr. John Huston reported that the next ICCTA meeting will be held September 12th and 13th at the Stony Creek Inn, East Peoria.

FACULTY
REPRESENTATIVE:

Ms. Lauri Wiechmann thanked Mr. Mike Walters for a superb Faculty In-Service. Wiechmann stated that the speaker on workplace violence at Thursday evening's session was excellent. She heard nothing but good comments. She stated that the Dental Hygiene program received word last week that they are fully accredited for 7 years. Wiechmann said that the CSC Dental Hygiene students ranked 64 out of 242, placing the class near the upper 25 percent. Lastly, Wiechmann said that Mr. Larry Byrne and she will be offering classes this fall on "Ethical Fitness." These classes are open to all faculty and staff. The purposes of these classes are "How to Make Ethical Decisions in Tough Times."

STAFF

REPRESENTATIVE: Ms. Heather Severns reported that the Fitness Center is booming. Severns said that the Wellness Committee will begin the Fourth Annual Colorful Choices on September 8th. This program is to promote eating 5 servings of fruits and vegetables a day. The committee is also offering a Chair Massage program which will meet once a week. Lastly, Severns reported that Ms. Karmen Lair is the new assistant on staff. Lair is a certified personal trainer and is very eager to help with exercise programs or questions that you may have.

BOARD REPORTS:

Dr. D. Wayne Green reported that Mr. John Huston and he will be attending the ACCT Annual Convention in Denver on September 17-20. Green also stated that he liked the flavor of tonight's meeting. He congratulated everyone involved in tonight's meeting for their presentations.

Mr. Tom Colclasure stated that he appreciated President Schmidt's passion on Equalization and felt that we all need to stand behind him.

Ms. Nancy Youngquist thanked everyone involved in The Extension Center Open House. Youngquist stated that it was a pleasure to attend the Open House.

Executive Session
8:45 p.m.:

Mr. John Kraus moved and Dr. D. Wayne Green seconded a request for an Executive Session to discuss collective negotiating matters between the public body and its employees or their representatives, to consider "probable or imminent" litigation, to consider the purchase or lease of real estate for the use of the public body, to consider emergency security procedures related to the enrollment of students that are subject to the constraints of court orders, and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

MOTION:

On roll call vote, seven members voted "Yea"; none voted "Nay." Motion carried. Faculty Representative voted "Yea"; Staff Representative voted "Yea"; Student Representative voted "Yea."

RECONVENE
10:13 p.m.:

The Regular Meeting of the Board reconvened at 10:13 p.m.

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ROLL CALL:

Present: Ms. Gayla J. Pacheco, Chairperson
Dr. D. Wayne Green, Secretary
Mr. Thomas H. Colclasure, Vice Chairperson
Mr. John T. Huston
Mr. John A. Kraus
Mr. Bruce A. Lauerman
Ms. Nancy L. Youngquist
Ms. Melissa Brown, Student Representative

Absent: None

ADJOURNMENT

10:14 p.m.:

Dr. D. Wayne Green moved and Mr. John Huston seconded that the meeting be adjourned to the next regular meeting of the Board or to the call of the Chairperson.

MOTION:

Voice vote – motion carried.